# Section Overview

**Introduction**     This section will provide you with information pertaining to printing in the SDA II Database System.  It will also provide you with information on FTP (File Transfer Protocol) Utility, which allows you to send files from the SDA II centralized system to your local user directory on Standard Workstation III.

**In This Section**     The following topics will be discussed in this section:

| Topic | See Page |
|-------|----------|
| Reports | 18-C-2 |
| Forms, Transaction Log and Screen Print | 18-C-7 |
| FTP Utility | 18-C-9 |

# Printing and FTP (File Transfer Protocol) Utility

**Purpose**    The Purpose of this section is to explain the steps to take when printing or FTPing files in the SDA II Database System.  Printing is a two step process and is explained in detail below.  The following key processes will be explained in this section:

- Reports
- Forms, Transaction Log and Screen Print
- FTP Utility

**Reports**    1. When a user generates a report, only the members that are serviced by the user (PERSRU) will show up on the report.
2. ISC Users will have the capability to generate reports for members they service and for their entire AOR.  When an ISC user selects a report to run, they will see the following message:

**ISC Reporting**
Do you want ISC Reporting? N

3. Reports will be viewed on the SDA II screen before printing.



*Continued on next page*

# Printing and FTP (File Transfer Protocol) Utility, Continued

**Reports,
Continued**

The PDIF report was run. Note the three areas of the screen:

**Data Area** – You can scroll through the data area by using your
ARROW KEYS.

**Action Area** – The three actions are Print, Exit and Save As.

Use the TAB KEY to access the Action Area.  Once an Action Area
Item is highlighted, you may press the SPACEBAR to initiate the
action.  If you press the SPACEBAR when the Print Action is
highlighted, the following screen will appear:
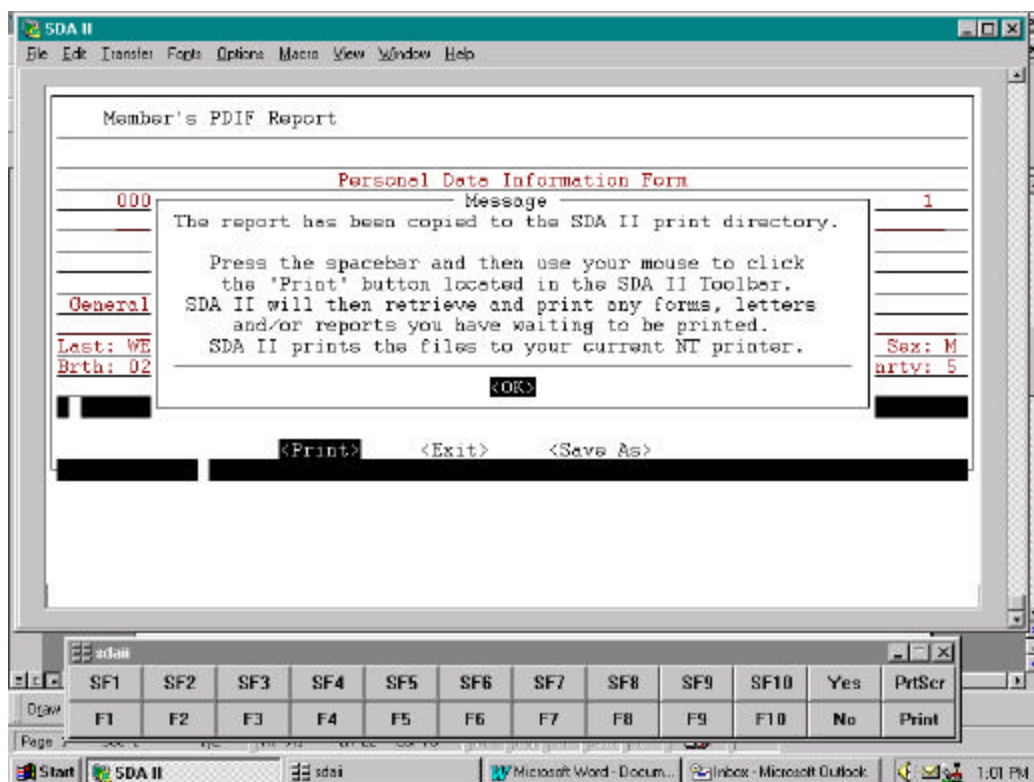


**Note:**  This is step one of the printing process.  A file is created in the
SDA II print directory and remains there with all the other print
requests you have made until you print the file(s) by clicking on the
Print button on the SDA II Toolbar.

# Printing and FTP (File Transfer Protocol) Utility, Continued

**Reports, Continued**

As the message states, press the SPACEBAR and the message will disappear. If you press the SPACEBAR when the Exit Action is highlighted, you will return to the menu. If you press the SPACEBAR when the Save As Action is highlighted, the following screen will appear:



**Note:** You use this Save As option usually when you create a report for an outlying unit and you intend to send it via E-mail.
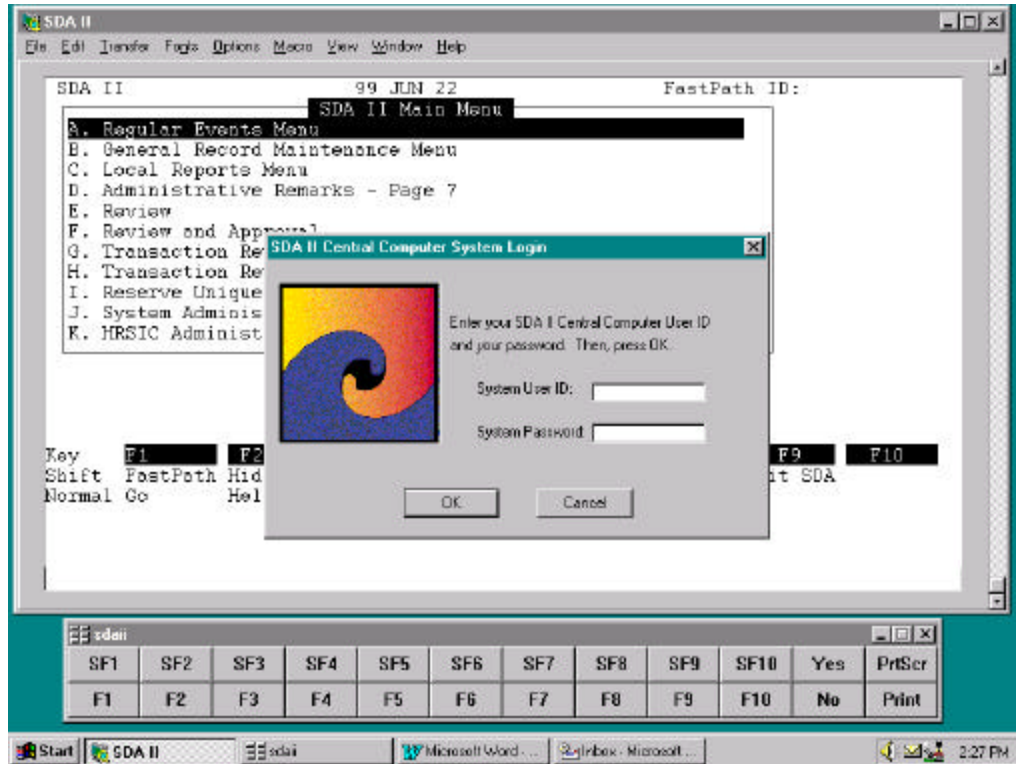
On the Save As line, enter a name for the report, Press F1 and then press the SPACEBAR to exit. The report will be saved in your "Home" directory. To retrieve the report, see FTP instructions on page 18-C-9.

# Printing and FTP (File Transfer Protocol) Utility, Continued
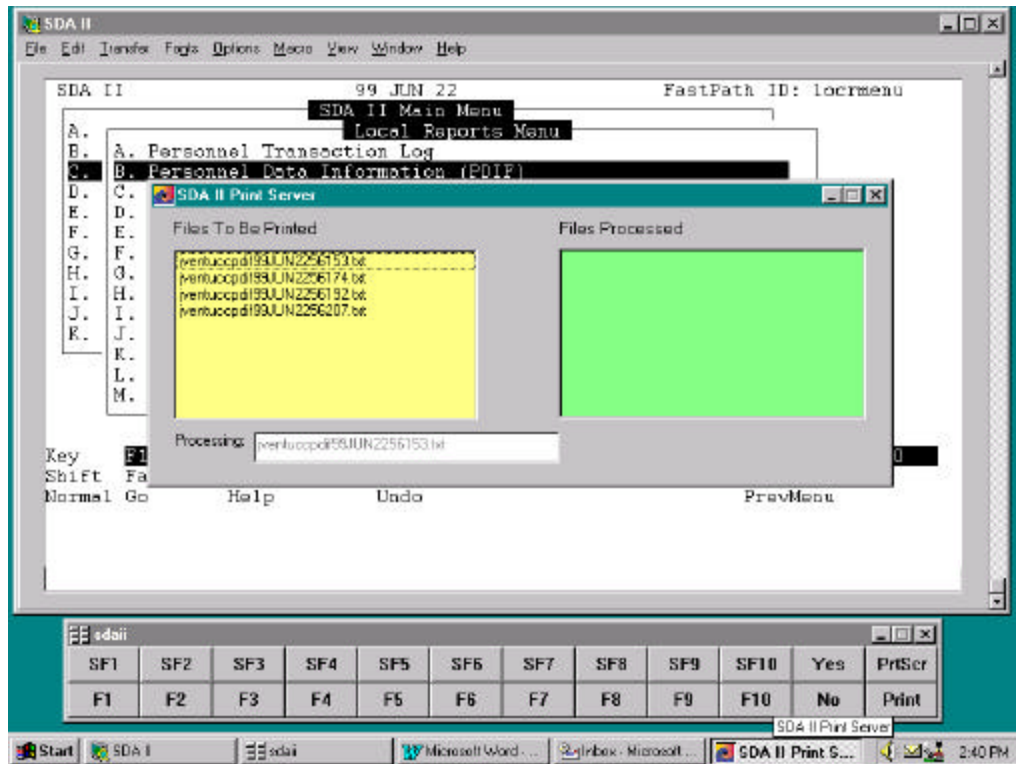
**Reports,**
**Continued**

**SDA II Toolbar Area –** The SDA II Toolbar is MOUSE controlled, used as a substitute for the function keys and finalizes the Printing Process as explained below.  The user clicks on the Print button. The following screen will appear:



Enter your ID, press TAB, Enter your Password and click OK or press Enter.  After a short time, the following screen will appear:

# Printing and FTP (File Transfer Protocol) Utility, Continued



**Reports,**
**Continued**

This is the print server box and displays the print requests (Files To Be Printed) you have made. Each file, one at a time will move from Files To Be Printed to Processing to Files Processed. After all files have been processed the print server will disappear. The recommended method of printing is described below. When the print server box appears and once you see a file Processing, minimize the print server box or click your mouse anywhere on the SDA II screen and continue to work while the files process.

**Note:** It is also highly recommend that you generate several print requests prior to clicking on the Print button on the SDA II Toolbar. That is, DO NOT finalize the printing process until you have several items to print or intend to quit your SDA II session.
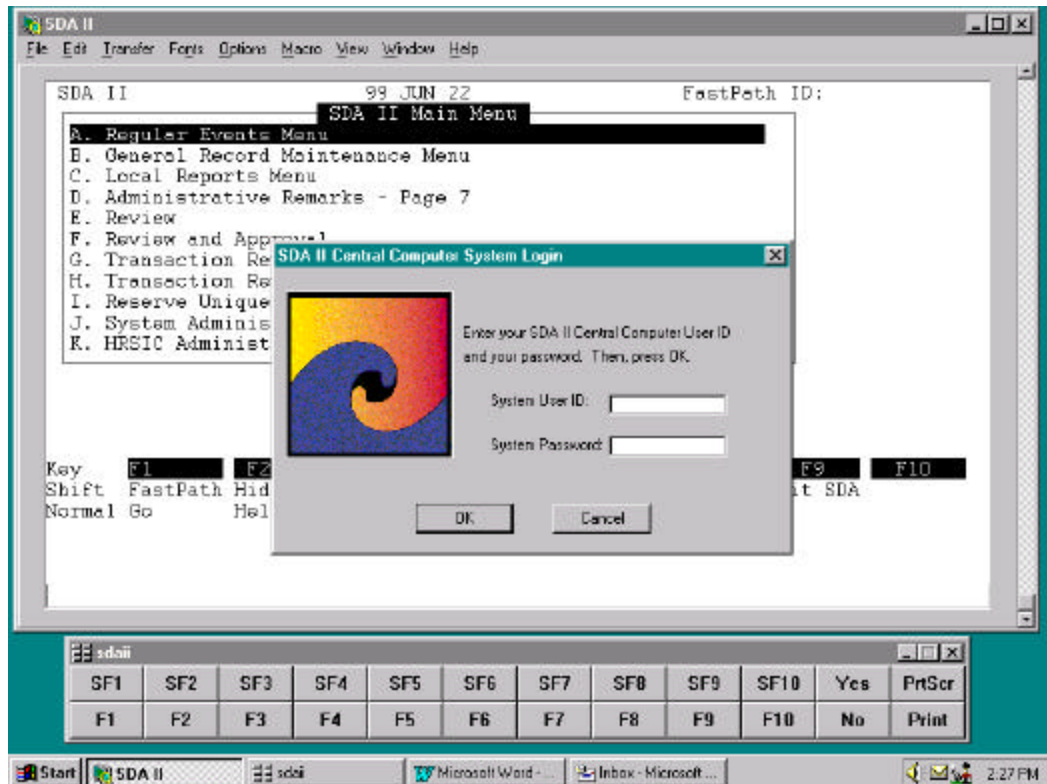
# Printing and FTP (File Transfer Protocol) Utility, Continued

**Forms,
Transaction
Log and Screen
Print**

1. When a user presses F6 and selects print screen, print transaction log or print form, the first step of the printing process is initiated.  A file is created in the SDA II print directory and remains there with all the other print requests you have made until you print the file(s) by clicking on the Print button on the SDA II Toolbar.
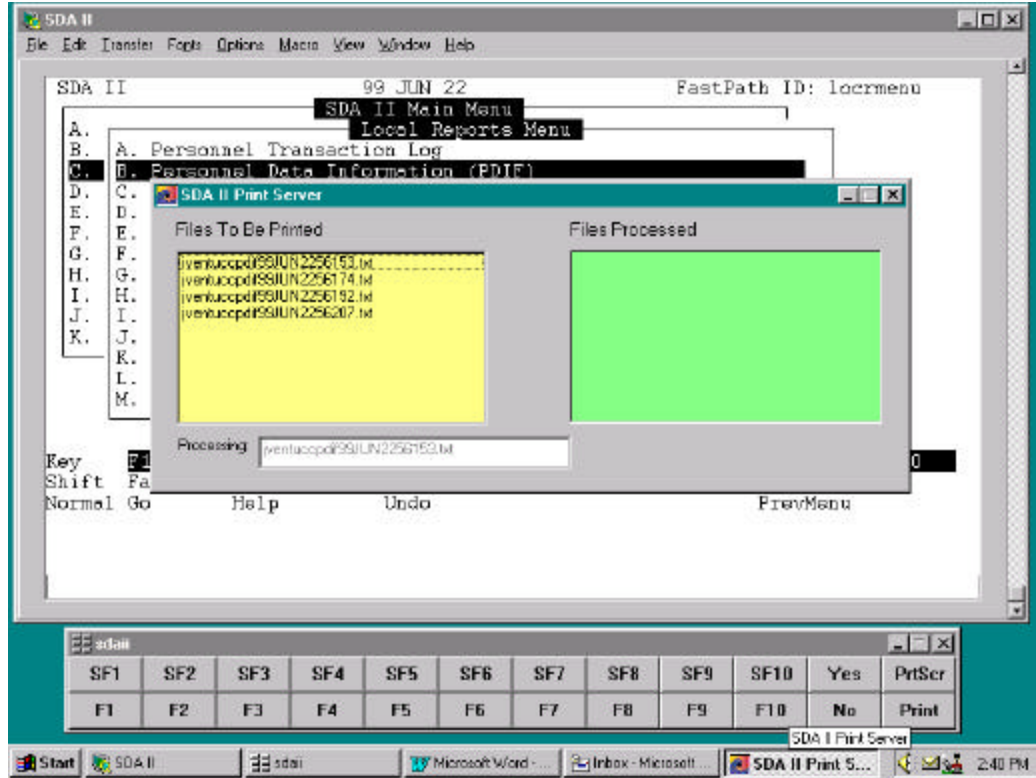
   The user clicks on the Print button.  The following screen will appear:



   Enter your ID, press TAB, Enter your Password and click OK or press Enter.  After a short time, the following screen will appear:

# Printing and FTP (File Transfer Protocol) Utility, Continued



**Forms, Transaction Log and Screen Print, Continued**

This is the print server box and displays the print requests (Files To Be Printed) you have made. Each file, one at a time will move from Files To Be Printed to Processing to Files Processed. After all files have been processed the print server will disappear. The recommended method of printing is described below. When the print server box appears and once you see a file Processing, minimize the print server box or click your mouse anywhere on the SDA II screen and continue to work while the files process.

**Note:** It is also highly recommend that you generate several print requests prior to clicking on the Print button on the SDA II Toolbar. That is, DO NOT finalize the printing process until you have several items to print or intend to quit your SDA II session.
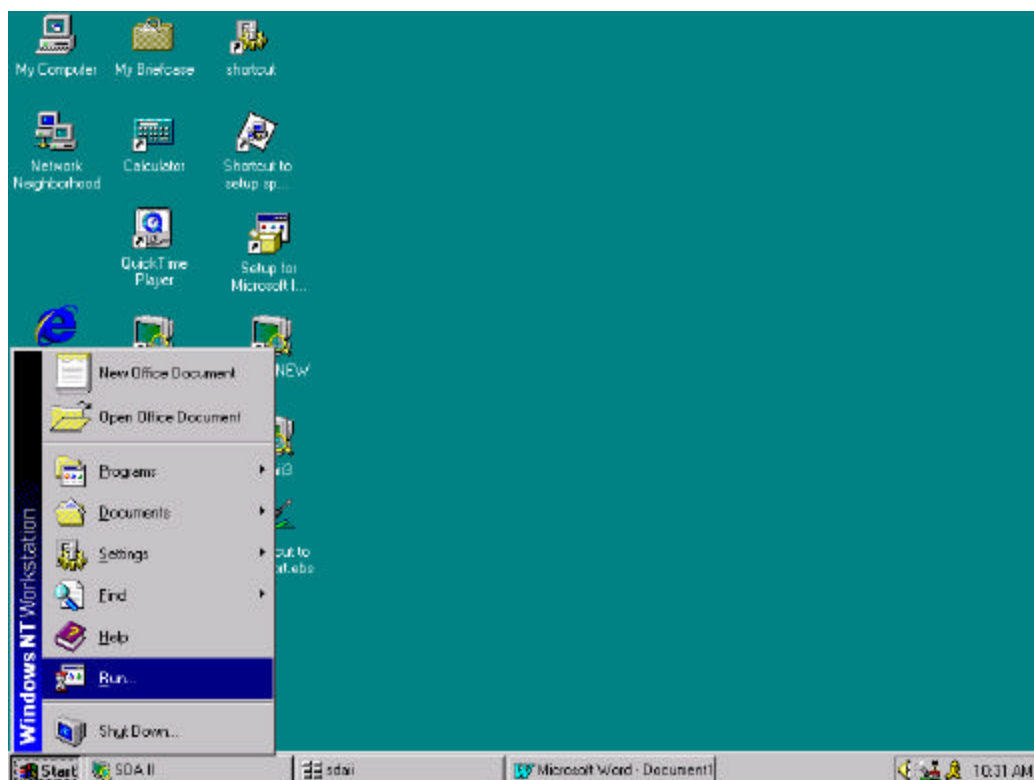
# Printing and FTP (File Transfer Protocol) Utility, Continued

**FTP Utility**     FTP allows you to send files from the SDA II centralized system to your local user directory on Standard Workstation III. This is usually on the User Storage (:U) disk drive or User Storage (:Z) disk drive. Create a directory just for your FTP files.

1. You should create a directory on your U: drive that you will use to transfer files. Click on the windows start button with the left mouse button.
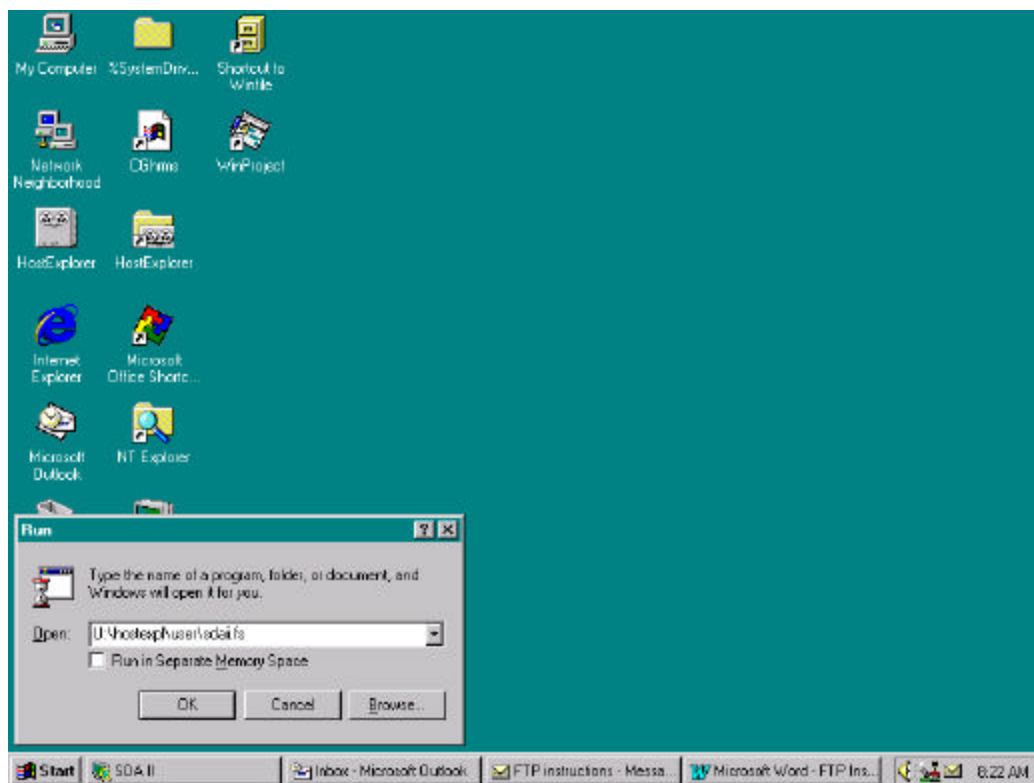
2. Click on run with the left mouse button.

# Printing and FTP (File Transfer Protocol) Utility, Continued

**FTP Utility**
**Continued**

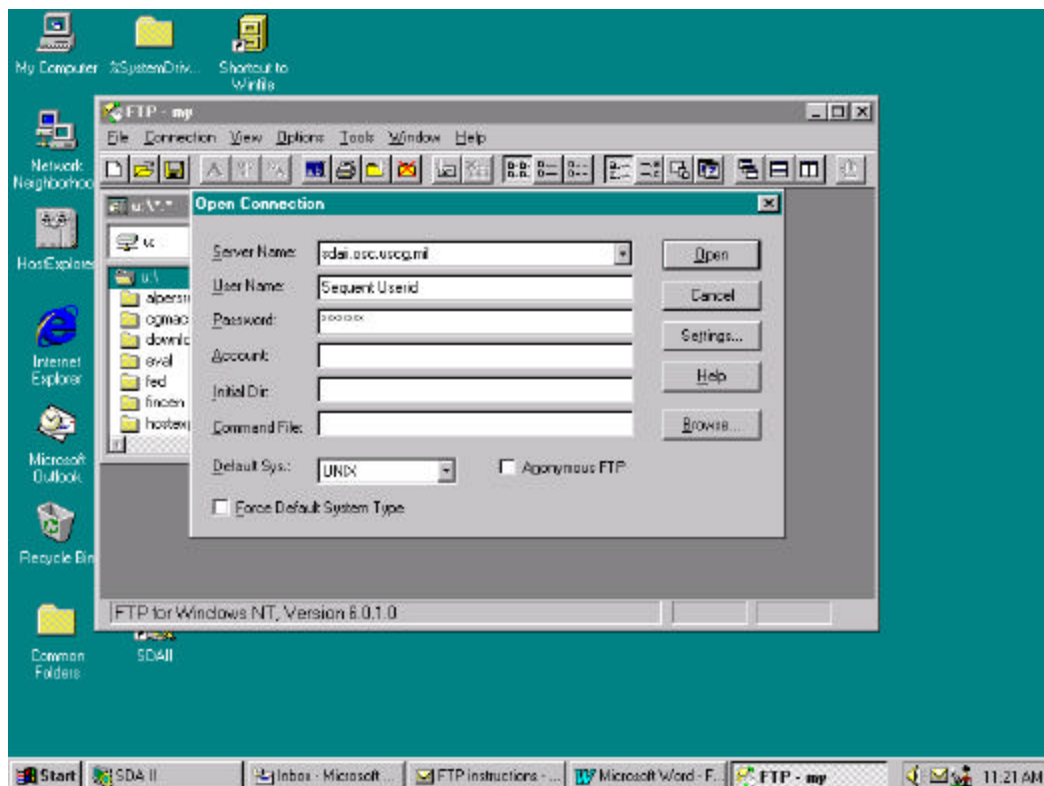3. In the open box type: U:\hostexpl\user\sdaii.fs and click OK.

# Printing and FTP (File Transfer Protocol) Utility, Continued

**FTP Utility**
**Continued**

4. Enter the server name as SDAII.OSC.USCG.MIL, user name as your Sequent userid and password as your Sequent password and click open. This is the userid and password you enter to access the Sequent computer that takes you to the SDA II sign on screen.
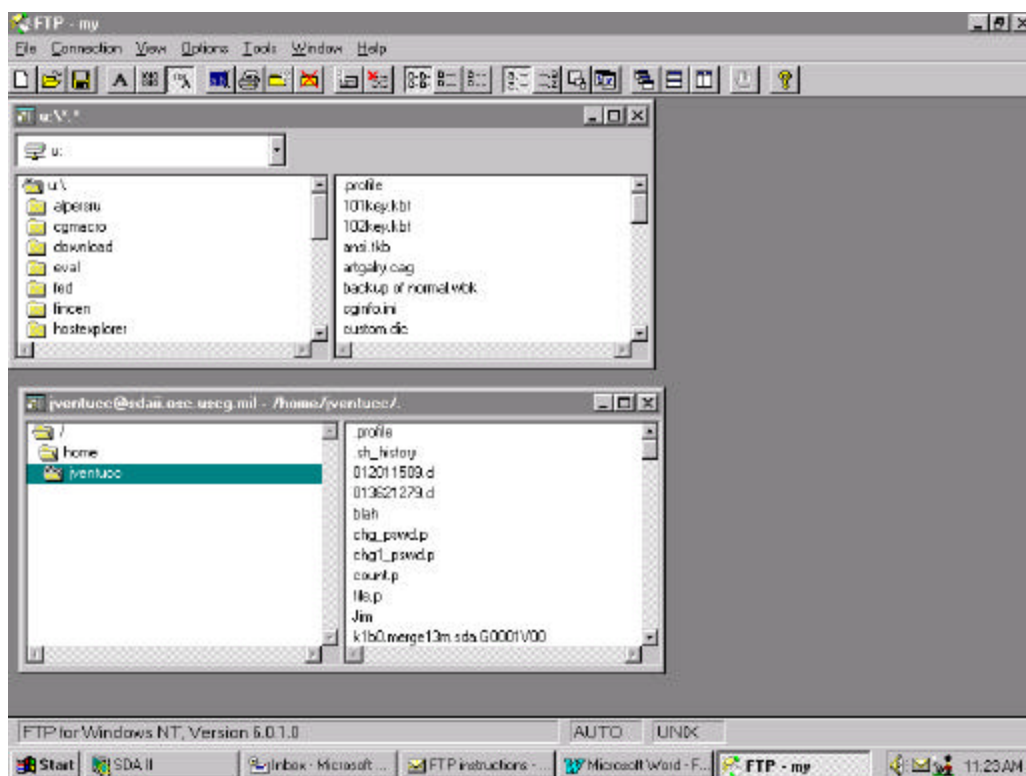
# Printing and FTP (File Transfer Protocol) Utility, Continued

**FTP Utility
Continued**

5.  When the following box appears, maximize the FTP box and position the two file list boxes as shown below. Click on the file in the lower file list box you want to transfer and drag it up to the upper file list box and to the directory you wish to place the file.
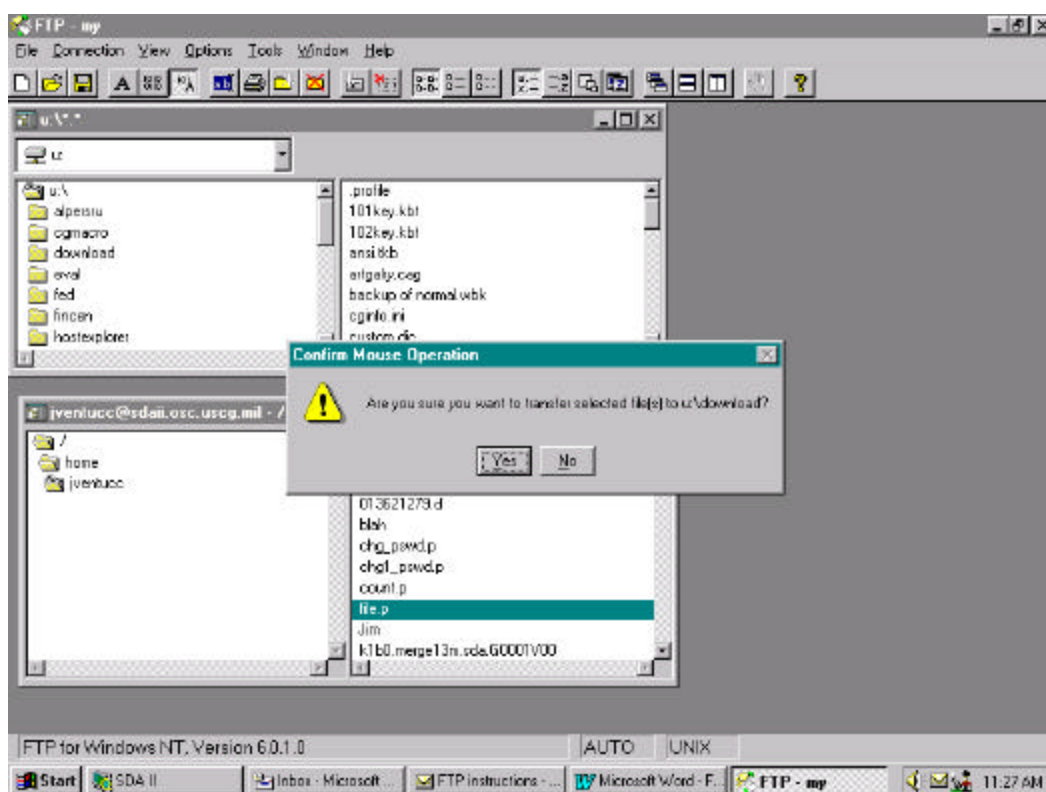
# Printing and FTP (File Transfer Protocol) Utility, Continued

**FTP Utility**
**Continued**

6.  A message will come up to verify you are transferring the correct file. Click yes if it is the correct file and no if it is not.
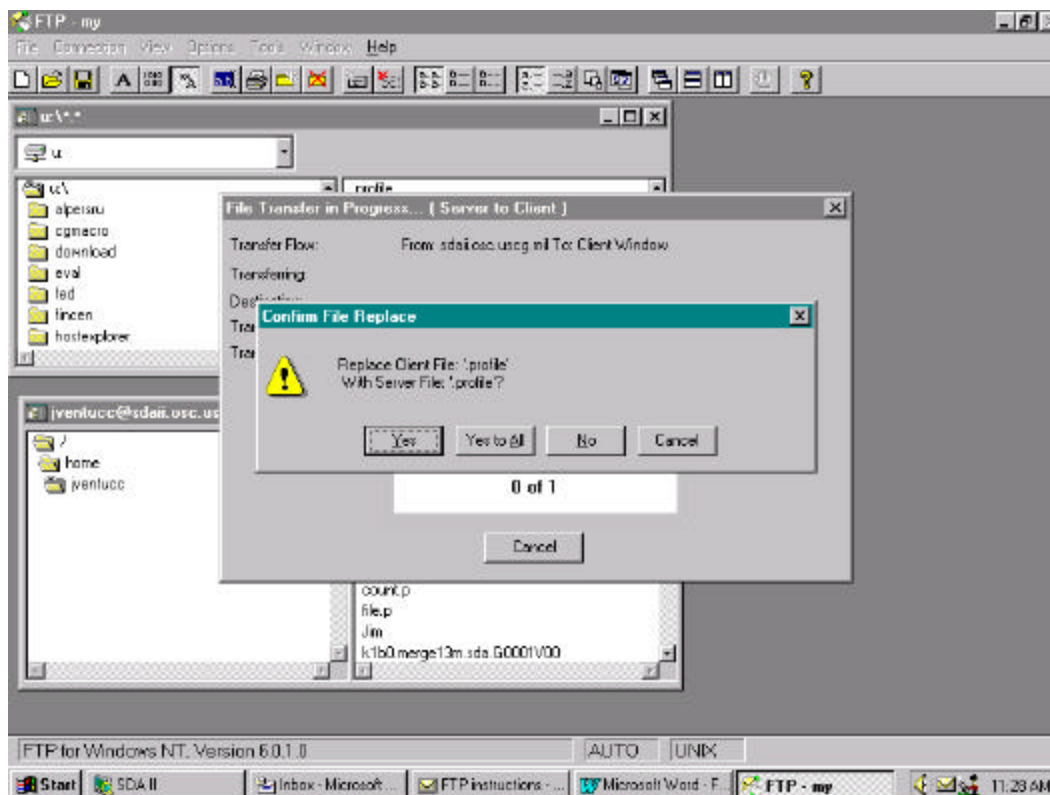
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# Printing and FTP (File Transfer Protocol) Utility, Continued

**FTP Utility**
**Continued**

7.  If the file already exists another message will come up.  If you want to replace the file with the new one just click yes otherwise click no.



At this point the file is transferred and will be sitting in your windows user directory.  It can be viewed, printed, edited (notepad, word, etc) and/or E-mailed from there.